Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090029-7

REPORTS INVENTORY

CONTROL NO. DDS/OC-005

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)
Foreign TDY Summary

2. TYPE OF REPORT: XX STATISTICAL; NARRATIVE; MACHINE-NAME LISTING

3. FUNCTIONAL AREA: X PERSONNEL; TRAINING; ADMIN. GENERAL; LOGISTICS; SECURITY; OTHER (specify) COMMUNICATIONS; MEDICAL; FINANCE

4. NO. OF COPIES PREPARED: 3

5. FREQUENCY (weekly, monthly, quarterly, etc.): Semi-annually

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc): Memo

8. ADP PROCESSING: YES; X NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: Unknown

10. PREPARING COMPONENT (include lowest level contributing information to report)
OC-CCD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
9,Step 5	5.38		1		5.38		2		$11.00
6,Step 2	3.62		2		7.20		2		14.00
									$25.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Request of OC-A. Used to verify total man-hours overseas TDY performed by OC employees.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

XX RETAIN AS IS; CHANGE; DISCONTINUE; OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS; DOLLARS

16. DATE OF INVENTORY: 7 Oct. 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

STAT STAT

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FORM

Classification